Client Billing Guideline Compliance Checklist

Use this checklist to ensure your invoices comply with common client billing requirements. Remember, specific clients may have additional or different requirements, so always refer to their individual guidelines.

Invoice Format and Submission

- ☐ Invoice is in the required format (e.g., LEDES 1998B, LEDES 2000)
- ☐ Invoice is submitted through the specified e-billing platform
- ☐ Invoice is submitted within the required timeframe (30 days, Quarterly, etc.)
- ☐ Invoice numbers are unique
- ☐ Matter numbers/codes are correctly listed and match the client's system

Timekeeper Information

- ☐ All timekeepers are approved for the matter
- ☐ Timekeeper rates match agreed-upon rates
- ☐ Timekeeper titles/levels are correctly stated
- ☐ Any rate changes have been pre-approved by the client

Time Entries

- ☐ Each time entry is billed in the required increment (often 0.1 hour)
- ☐ No block billing (multiple tasks grouped into a single time entry)
- ☐ Each time entry has a clear, detailed description of the work performed
- ☐ Descriptions avoid vague terms (e.g., "attention to," "review of," "work on")
- ☐ No billing for clerical or administrative tasks
- ☐ No billing for internal conferences or meetings unless explicitly allowed
- ☐ Time spent on billing or invoicing is not charged
- ☐ Each entry uses the correct UTBMS task and activity codes (if required)

Expenses

- ☐ All expenses are itemized
- ☐ Each expense is assigned to the correct UTBMS expense code (if required)
- ☐ No markup on expenses
- ☐ Expenses comply with client's specific guidelines (e.g., limits on meal costs, travel policies)

- ☐ Required receipts are attached
- ☐ No billing for overhead expenses (e.g., postage for routine correspondence, local phone calls)

Staffing and Efficiency

- ☐ Work is performed by the appropriate level of timekeeper
- ☐ No unnecessary duplication of effort (e.g., multiple attorneys attending the same routine meeting)
- ☐ Time spent on tasks is reasonable and proportionate to the complexity of the matter

Compliance with Budget and AFAs

- ☐ Fees are within the agreed budget or comply with the Alternative Fee Arrangement
- ☐ Any expected budget overages have been communicated to and approved by the client in advance

Specific Prohibitions

- ☐ No billing for:
    - Preparing or reviewing bills
    - Responding to billing inquiries
    - Training or educating firm personnel
    - Transitioning the matter to a new attorney within the firm
    - Updating the case status to firm management

Final Review

- ☐ Invoice total is calculated correctly
- ☐ Any agreed-upon discounts have been applied
- ☐ Invoice complies with all matter-specific instructions from the client
- ☐ Sensitive information or privileged content is not revealed in time entry descriptions
- ☐ Compliance with any client-specific rules not covered above has been double-checked

Remember: This checklist covers common requirements, but always refer to each client's specific billing guidelines. Regularly reviewing and updating your billing practices will help ensure compliance and maintain strong client relationships.

Download this checklist in PDF format to use it regularly in your billing process.